

From: [Spencer, Jewel](#)
To: [Gonzalez, Maria](#); [Farmby, Lisa](#); [Colvin, Charles](#)
Cc: [Eskridge, Willie](#); [Engelmann, Robert](#)
Subject: RE: FILLABLE CONF RM RESERVATION FORM (003) (003).pdf
Date: Friday, September 9, 2022 3:25:46 PM

Hi Maria - Yes, the meeting coordinator would be the person hosting the conference/meeting/mediations sessions. You might want to check with your AO to see if there might be some *name tags* in your office inventory. If not OPM might have some to spare. The Regional Conference Center has not been providing any *name tags* for meetings. Each office is responsible for their own basic supplies.

A hard STOP at 5pm sounds ideal. However, please let us know as soon as possible if this is not going to be the case.

Thank you, and all the best to you on your Mediations sessions.

Jewel

From: Gonzalez, Maria <gonzalez.maria@epa.gov>
Sent: Friday, September 9, 2022 2:01 PM
To: Spencer, Jewel <spencer.jewel@epa.gov>; Farmby, Lisa <Farmby.Lisa@epa.gov>; Colvin, Charles <Colvin.Charles@epa.gov>
Cc: Eskridge, Willie <eskridge.willie@epa.gov>; Engelmann, Robert <Engelmann.Robert@epa.gov>
Subject: RE: FILLABLE CONF RM RESERVATION FORM (003) (003).pdf

Thank you Jewel! I might be considered the meeting coordinator, as far as trying to make the arrangements for the room, though I would not be leading the discussions. If so, where should I pick up visitor name tags for the attendees to fill in? With respect to going past 5 PM, I just trying to make sure we could do that if we needed to. Would we contact someone during the afternoon of 9/16/22 if it looks like the meeting could run past 5 PM, or would that be too late? Mediations sessions attempt to get parties to reach an agreement, so they can run all day. We had previously attempted to schedule 2 days, in case the meeting ran long; but the parties could only make it on the Friday so I anticipate a long day of discussions. It's hard to predict how long until we get into the discussions, however. Should I tell them we have a hard stop at 5PM?

It's great to hear from you,

Maria

From: Spencer, Jewel <spencer.jewel@epa.gov>
Sent: Friday, September 9, 2022 12:20 PM
To: Gonzalez, Maria <gonzalez.maria@epa.gov>; Farmby, Lisa <Farmby.Lisa@epa.gov>; Colvin,

Charles <Colvin.Charles@epa.gov>

Cc: Eskridge, Willie <eskridge.willie@epa.gov>; Engelmann, Robert <Engelmann.Robert@epa.gov>

Subject: RE: FILLABLE CONF RM RESERVATION FORM (003) (003).pdf

Hi Maria –

I spoke with Willie Eskridge today, and he informed me that he had spoken with you regarding the status of your conference room reservation. You are good to go. Willie will continue working with you on access and on how the room should be set up.

Yes, you may share the link below with your attendees. As stated in that same link, **commercial parking** is located nearby.

Visitor name tags are provided by the meeting Coordinator and not by the conference center attendant.

Proof of vaccination status or COVID-19 testing is no longer a requirement. Masks wearing is currently optional.

If you believe your conference meeting will go beyond 5:00 P.M., please let us know so that we can contact GSA for additional security and housekeeping.

Thank you,

Jewel

Jewel Spencer

Facilities Specialist/COR

for JCFS Contractors

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312-353-1222 (Work)

From: Gonzalez, Maria <gonzalez.maria@epa.gov>

Sent: Friday, September 9, 2022 9:27 AM

To: Farmby, Lisa <Farmby.Lisa@epa.gov>; Spencer, Jewel <spencer.jewel@epa.gov>; Colvin, Charles <Colvin.Charles@epa.gov>

Cc: Eskridge, Willie <eskridge.willie@epa.gov>; Engelmann, Robert <Engelmann.Robert@epa.gov>

Subject: RE: FILLABLE CONF RM RESERVATION FORM (003) (003).pdf

I should also check on parking information I provide to my visitors. We have several types of potential attendees: EPA employees from several Regions and headquarters, the independent Mediator, the Defendant's representatives, representatives from a couple of states. One of the EPA employee from a different Region wrote to ask about parking, so I was thinking of providing the following link:

<https://www.epa.gov/aboutepa/visiting-epas-region-5-office-chicago>

p.s. would the conference center issue the badges the link mentions?

Just trying to make sure I've made all necessary arrangements ahead of time.

Thank you for your patience and have a wonderful weekend,

Maria

From: Gonzalez, Maria

Sent: Thursday, September 8, 2022 6:21 PM

To: Farmby, Lisa <Farmby.Lisa@epa.gov>; Spencer, Jewel <spencer.jewel@epa.gov>; Colvin, Charles <Colvin.Charles@epa.gov>

Cc: Eskridge, Willie <eskridge.willie@epa.gov>; Engelmann, Robert <engelmann.robert@epa.gov>

Subject: FW: FILLABLE CONF RM RESERVATION FORM (003) (003).pdf

I'm hoping a meeting we have scheduled for Friday 9/16/22 in the Indiana and Wisconsin rooms will end by 5 PM, but wanted to reach out in case we need to stay in the building longer. The meeting has been cut down to just one day, Friday 9/16/22, and there are folks flying in to participate in mediation by an independent mediator, so I want to make sure we can go over if we need to. (I have cancelled the calendar reservations for Thursday 9/15/22.)

I also want to confirm requirements for visitors. I obtained a copy of the form at the security station in the lobby, but recall seeing a message that as of 8/22/22 we are no longer requiring proof of vaccination status or covid testing and that masks are only required if the COVID-19 Community Level is HIGH and I understand the level for Chicago is currently medium.

I anticipate a handful of people will participate in person from the Defendant, a couple from State Agencies, about 3 from DOJ, 1 mediator and maybe a few more from EPA Regions, though most of the EPA and State folks may be participating on TEAMS. (I note we plan confirm with the mediator that we can use TEAMS rather than his Zoom for the meeting since he will attend in person but may want to check if zoom can be used as well.) We need 2 rooms because the mediator needs to meet with each side separately as well as the entire group together. In my limited experience, mediation sessions can last all day, so I want to make sure we can run over if needed.

I also attach the form from the security station. If our visitors need to fill out the form, we may want to provide it ahead of time so they can decide whether they want to participate in person and obtain

any necessary information (e.g. a covid test), if not, we may need confirmation this is not required that they can show.

From: Eskridge, Willie <eskridge.willie@epa.gov>

Sent: Thursday, September 1, 2022 3:30 PM

To: Arrazola, Ignacio <arrazola.ignacio@epa.gov>; Gonzalez, Maria <gonzalez.maria@epa.gov>

Cc: Engelmann, Robert <Engelmann.Robert@epa.gov>; Green, Aaron <Green.Aaron@epa.gov>

Subject: FILLABLE CONF RM RESERVATION FORM (003) (003).pdf